

20 April 1954

TO: Building Supply Officer

VIA: FI/Admin

SUBJECT: Requisition for Replacement of Filing Units in 1021 "L"
Building

1. It is requested that twenty-five 10 drawer, 20 compartment Peerless model filing cabinets for 3" x 5" cards be requisitioned to replace 25 filing units presently in 1021 L Building, which do not function properly due to long and constant usage. The majority of the cabinets have been used constantly for a period of 10 years or longer.

2. The Section, in which the replacement units are to be used, performs over 6,000 individual operations daily, involving pouch traffic which must be processed expeditiously, for which a drawer must be opened and closed. Malfunctioning or completely inoperative drawers have been used for dead storage or remained empty, previously. However, due to space limitations and constant growth in the Section's record holdings, all cabinets drawers are now required for the storage of current record holdings.

3. The Peerless Model cabinet is specified since its overall dimensions allow for a larger capacity of drawer storage, with a minimum loss of floor space. The loss in similar type cabinets not of the Peerless specification, is approximately one drawer per cabinet or 10 per cent of the actual storage space. Both type cabinets occupy an equivalent amount of floor and aisle space.


Chief, RI

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